

SAMPLE POLICIES

*These are samples, Licensing encourages you to develop policies that reflect your thinking and preference.

Release of Children Policy

Dear Parent: It is important that I protect your child by ensuring that your child does not leave my home with a person you have not authorized to pick up your child. Anyone you approve to pick up your child should be listed on your Child Information Card. You must also tell me when someone else will be picking up your child. Even if it is an emergency, I must have your permission to release your child to someone other than you. I will need the person's name and a description of what he or she looks like. The person picking up your child will have to show me a picture I.D. before I will release your child from my care.

I have to assume that both parents have the right to pick up your child, unless you give me a copy of a court order stating otherwise. We will need to discuss how I should handle the noncustodial parent who arrives to pick up your child. Without a copy of the court order, I can not refuse a parent. If I have a court order and a non-custodial parent tries to pick up the child, I will immediately call the custodial parent. If the non-custodial parent leaves with the child, I will immediately call the police and report the situation. I will not place the other children at risk in a confrontation with the non-custodial parent.

It is very important to me that your child arrives home safely. Therefore, if the person who arrives to pick up your child appears intoxicated or otherwise incapable of bringing your child home safely, I will call the parent or emergency contact person listed on the Child Information Card to request their assistance. If this situation occurs a second time, it will be grounds for terminating my care of your child.

Discipline Policy

Dear Parent: Discipline in my home will be provided in a manner appropriate to each child's age, developmental stage and individual needs. Encouraging positive behavior is more effective than only punishing misbehavior. My goal is to help each child develop self-control. It is important that we work together on encouraging your child's positive behavior. I will not use any form of corporal punishment, including spanking, slapping hands, biting or hair pulling.

Health Policy

Dear Parent: Keeping your child healthy is important to both of us. By working together we can keep your child healthier. Children with temperatures over 101°F, uncontrolled diarrhea, vomiting or any of the illnesses listed below should not be in child care. Child care requirements require me to follow this policy. These requirements were developed directly from guidelines set by the American Academy of Pediatrics and American Public Health Association.

(list from #173)

If your child becomes ill during the day, I will have to call you to come pick up your child promptly.

I will encourage your child's good health by serving nutritious meals and teaching good hygiene to the children, especially handwashing.

I will supervise your child closely in an attempt to prevent injuries, but accidents resulting in minor injuries do occur. I have been trained in first aid and CPR and will follow my training. If the injury is minor, requiring only a bandaid or ice, I will tell you about it when you pick up your child. If it is serious, I will call you and may even suggest that you take your child to the doctor or emergency room. If an injury is very severe, I will call 911 for assistance before I call you. If I can not reach you, I will call the emergency person listed on your Child Information Card.

It is also essential that you tell me if your child has been exposed to a contagious illness, such as chicken pox or strep throat, so I can watch for symptoms of the illness in your child and the other children in care.